

**MINUTES
BOARD OF TRUSTEES
SMITHTOWN SPECIAL LIBRARY DISTRICT
August 19, 2014**

A regular meeting of the Board of Trustees of the Smithtown Special Library District was held at the Kings Park Branch of the Smithtown Library in Kings Park, New York on the 19th day of August, 2014 at 7:00 p.m.

The following trustees were present and participating at the meeting: Gerard J. Cairns, John C. Martins, Anthony J. Monteleone, Otis M. Thornhill and Joseph Vallone. Trustees Suzanne Mohr and Diana Schilling-Held were absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Sue McManus, Library Attorney Kevin Seaman, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

Anthony Monteleone, President of the Board of Trustees, acted as Chairman of the meeting and Linda Taurassi, Clerk of the District, acted as Secretary of the meeting.

READING AND APPROVAL OF MINUTES

1. Library Board President Anthony Monteleone moved the following resolution:

RESOLVED: That the REGULAR MEETING MINUTES of July 15, 2014 be approved as presented.

The motion was seconded by Trustee Joseph Vallone and adopted by the following vote: FOR—Cairns, Monteleone, Thornhill, Vallone; AGAINST—Martins.

The meeting was taken out of order at this time by Library Board President Anthony Monteleone who introduced Eagle Scout candidate Joseph Caiola of Troop 214. Mr. Caiola presented his Eagle Scout Service Project to the Library Board that consisted of placing dwarf shrubs in eight planters, with proper drainage systems, around the patio of the Smithtown Main building, with room left around the planters for flowers during future growing seasons.

Trustee Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby accept the Eagle Scout Service Project presented by Eagle Scout Candidate Joseph Caiola, of Boy Scout Troop 214, to construct planters with dwarf shrubs and proper drainage systems for the patio at the Smithtown Main building.

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT

2. In the absence of Chairperson Suzanne Mohr, the BUDGET AND FINANCE COMMITTEE report was presented by Trustee Gerard Cairns who moved adoption of resolution "a":

- a. RESOLVED: *That the TREASURER'S REPORT for the month ended July 31, 2014 be approved for filing* (copy of report appended to the original of these minutes).

The motion was adopted by a unanimous 5-0 vote.

Trustee Gerard Cairns moved adoption of resolution "b":

- b. RESOLVED: That the following WARRANTS be approved for payment.

i. Warrant #14-August ("L" fund) PREPAYS	\$ 38,167.73
ii. Warrant #14-August ("L" fund) WARRANT	\$ 236,147.38
iii. Warrant #14-66L ("H" fund) CONSTRUCTION WARRANT	\$ 1,175.00

The motion was adopted by a unanimous 5-0 vote.

Trustee Gerard Cairns moved adoption of resolution "c":

- c. RESOLVED: *That the Treasurer be authorized to execute the transfer of \$3,000.00 from Budget expenditure account L.4360 (SCLS Member Support) to Budget expenditure account L.4350 (Travel).*

The motion was adopted by a unanimous 5-0 vote.

3. The PERSONNEL COMMITTEE report was presented by Chairperson Otis Thornhill, who moved adoption of resolution "a":

- a. RESOLVED: *That the following PERSONNEL items be approved as amended:*

- i. *Permanent full-time appointment of **Jenny Tepper** to the position of Library Clerk, Community Relations Department, Nesconset Branch, at an annual rate of pay of \$29,815.00 subject to a 26-week probationary period, effective September 8, 2014 (to fill the vacancy created by the retirement of Joanne Murphy).*
- ii. *Part-time appointment nunc pro tunc of **Tara Ann Barnes** to the position of Library Clerk, Circulation Department, Nesconset Branch, at an hourly rate of pay of \$16.38, not to exceed 17.5 hours per week, effective August 2, 2014 (to fill the vacancy created by the provisional appointment of Gina Berti to the Community Relations Department).*
- iii. *Part-time appointment of **Laura Calandrino** to the position of Page, Kings Park Branch, at an hourly rate of pay of \$8.00, effective August 26, 2014 (to fill the vacancy created by the resignation of Megan Peters).*
- iv. *Part-time appointment nunc pro tunc of **Carolyn Capobianco** to the position of Library Clerk, Circulation Department, Commack Branch, at an hourly rate of pay of \$16.38, not to exceed 17.5 hours per week, effective July 28, 2014 (to fill the vacancy created by the reassignment of Anne Sancilio to the Technical Services Department).*

- v. *Part-time appointment of **Matthew DiPietro** to the position of Page, Adult Reference/Circulation Departments, Smithtown Main building, at an hourly rate of pay of \$8.00, effective August 22, 2014 (to fill the vacancy created by the resignation of Kaitlyn Young).*
- vi. *Part-time appointment of **Brian Durcan** to the position of Page, Adult Reference/Circulation Departments, Smithtown Main building, at an hourly rate of pay of \$8.00, effective August 22, 2014 (to fill the vacancy created by the resignation of Leila Sedigh).*
- vii. *Part-time appointment of **Kayleigh Junz** to the position of Page, Adult Reference/Circulation Departments, Smithtown Main building, at an hourly rate of pay of \$8.00, effective August 22, 2014 (to fill the vacancy created by the resignation of Erin Gerken).*
- viii. *Part-time appointment of **Gina Patalano** to the position of Page, Children's Department, Smithtown Main building, at an hourly rate of pay of \$8.00, effective August 28, 2014 (to fill the vacancy created by the resignation of Katelyn Gemelli).*
- ix. *Part-time appointment of **Arianna Prokos** to the position of Page, Adult Reference/Circulation Departments, Smithtown Main building, at an hourly rate of pay of \$8.00, effective August 22, 2014 (to fill the vacancy created by the resignation of Amy Gartelmann).*
- x. *Part-time appointment of **Dawn Smith** to the position of Library Clerk, Administration Department, Nesconset Branch, at an hourly rate of pay of \$16.38, not to exceed 17.5 hours per week, effective August 25, 2014 (to fill the vacancy created by the resignation of Gabrielle Hidalgo).*
- xi. *Part-time appointment nunc pro tunc of **Michelle Tommaso** to the position of Library Clerk, Circulation Department, Nesconset Branch, at an hourly rate of pay of \$16.38, not to exceed 17.5 hours per week, effective August 5, 2014 (to fill the vacancy created by the reassignment of Susan Shankar to the Technical Services Department).*
- xii. *Part-time appointment of **Jules Wexler** to the position of Page, Kings Park Branch, at an hourly rate of pay of \$8.00, effective August 25, 2014 (to fill the vacancy created by the resignation of Matthew Christodoulou).*
- xiii. *Resignation of **Nicholas Favazza**, Page, Nesconset Branch, effective August 22, 2014.*
- xiv. *Resignation of **Amy Gartelmann**, Page, Reference/Circulation Departments, Smithtown Main building, effective August 17, 2014*
- xv. *Resignation of **Katelyn Gemelli**, Page, Children's Department, Smithtown Main building, effective August 6, 2014.*
- xvi. *Resignation of **Leila Sedigh**, Page, Reference/Circulation Departments, Smithtown Main building, effective August 9, 2014.*
- xvii. *Leave of absence without pay for **Joyce O'Hara**, Page, Reference/Circulation Departments, Smithtown Main building, effective September 16, 2014 through October 1, 2014.*

The motion was adopted by a unanimous 5-0 vote.

Trustee Otis Thornhill moved adoption of resolution "b":

- b. RESOLVED: *That the following conference/WORKSHOP attendance requests set forth hereinafter are hereby approved:*
- i. *That Librarian II **Christine Alexander**, Reference Department—Young Adult Librarian, Kings Park Branch, be authorized to attend, on paid release time, the Fall Literature Conference, sponsored by CLASC and SCLS (Children's Librarians Association of Suffolk County and Suffolk Cooperative Library System) to be held at the Hyatt Regency Long Island, located in Hauppauge, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
 - ii. *That Librarian IV **Eileen Caulfield**, Children's Department, Smithtown Main building, be authorized to attend, on paid release time, the Fall Literature Conference, sponsored by CLASC and SCLS (Children's Librarians Association of Suffolk County and Suffolk Cooperative Library System) to be held at the Hyatt Regency Long Island, located in Hauppauge, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
 - iii. *That Librarian III **Julie DeLaney**, Community Relations Department, Nesconset Branch, be authorized to attend, on paid release time, the New York Library Association's (NYLA) Annual Conference, to be held in Saratoga Springs, NY, from November 5, 2014 through November 8, 2014, with reimbursement for actual and necessary expenses not to exceed \$500.00.*
 - iv. *That Librarian I (Children's Services) **Wendy Johnson**, Children's Department, Nesconset Branch, be authorized to attend, on paid release time, the Fall Literature Conference, sponsored by CLASC and SCLS (Children's Librarians Association of Suffolk County and Suffolk Cooperative Library System) to be held at the Hyatt Regency Long Island, located in Hauppauge, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$90.00.*
 - v. *That Librarian I (Children's Services) Librarian **Emily Lazio**, Children's Department, Smithtown Main building, be authorized to attend, on paid release time, the Fall Literature Conference, sponsored by CLASC and SCLS (Children's Librarians Association of Suffolk County and Suffolk Cooperative Library System) to be held at the Hyatt Regency Long Island, located in Hauppauge, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$85.00.*
 - vi. *That Librarian I **Jesse Lemke**, Adult Reference Department, Commack Branch, be authorized to attend, on paid release time, the Long Island Library Resources Council (LILRC) 23rd Annual Conference on Libraries and the Future, to be held at Carlyle on the Green, Old Bethpage, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$114.00.*
 - vii. *That Librarian I (Children's Services) **Peggy Lopez**, Children's Department, Smithtown Main building, be authorized to attend, on paid release time, the Fall Literature Conference, sponsored by CLASC and SCLS (Children's Librarians Association of Suffolk County and Suffolk Cooperative Library System), to be held at the Hyatt Regency Long Island, located in Hauppauge, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$89.00.*
 - viii. *That Librarian II **Jessica Quenzer**, Adult Reference Department, Kings Park Branch, be authorized to attend, on paid release time, the Long Island Library Resources Council (LILRC) 23rd Annual Conference on Libraries and the Future, to be held at Carlyle on the Green, Old Bethpage, NY, on October 24, 2014, with reimbursement for actual and necessary expenses not to exceed \$118.00.*

- ix. *That Librarian II **Patricia Thomson** be authorized to attend, on paid release time, the New York Library Association's (NYLA) Annual Conference, to be held in Saratoga Springs, NY, from November 5, 2014 through November 8, 2014, with reimbursement for actual and necessary expenses not to exceed \$500.00.*

The motion was adopted by a unanimous 5-0 vote.

4. The BUILDINGS AND GROUNDS COMMITTEE report was presented by Chairperson Joseph Vallone, who moved adoption of resolution "a":
 - a. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the request nunc pro tunc of "Judy's Run for Stroke Awareness Organization", to place a banner on the corner of the property of the Smithtown Main building from August 4, 2014 through August 10, 2014, advertising their 3rd annual "Rock-n-Roll Car Show for Stroke Awareness", to be held on August 10, 2014.*

The motion was adopted by a unanimous 5-0 vote.

Trustee Joseph Vallone moved adoption of resolution "b":

- b. *RESOLVED: That the Board of Trustees of the Smithtown Special Library District approves the recommendation of the Library Director to award a contract for Heating, Ventilation and Air Conditioning (HVAC) maintenance/service agreements for the Smithtown Main building and the Commack, Kings Park and Nesconset Branches to Thermal Solutions, Inc. for the period beginning September 1, 2014 and ending August 31, 2019, at a total annual cost ranging from \$21,145.00 to \$22,545.00.*

The motion was adopted by a unanimous 5-0 vote.

5. The DIRECTOR'S REPORT was submitted previously to the Library Board by Library Director Robert Lusak (copy of report appended to the original of these minutes). The Library Director added that he wished to emphasize that we received notification from BBS Architects that the Commack Branch was now officially a LEED Gold Certified building. Mr. Lusak thanked staff members Sue McManus, Laura Poppe and Amy Scholl for their assistance and noted that we would purchase a bronze plaque and have a photo op in the near future to commemorate this designation. The Library Director urged Library Board members to attend an upcoming Legislative Breakfast at the South Huntington Library on September 12th, in addition to a trustee workshop for zone members that will be hosted by our Library at the Commack Branch on September 23rd.

Library Board President Anthony Monteleone thanked Otis & Elaine Thornhill, Dave Berner, Fred Franke and Emily Walsh for their participation in making the Friends' Summer Concerts a success.

6. The BUSINESS MANAGER'S REPORT was submitted previously to the Library Board by Business Manager Amy Scholl (copy of report appended to the original of these minutes). Ms. Scholl further reported that the south side of the Commack property was being prepared for the Audubon Society's planting project and many trees had been removed from the property.

UNFINISHED BUSINESS

7. After discussion, in which it was determined that no further correspondence had been received and no meetings had been scheduled for its members by the Smithtown Library Foundation, Library Attorney Kevin Seaman noted that he was going to move ahead with filing papers with the Attorney General's office pertaining to the Smithtown Library Foundation. Library Director Robert Lusak commented that the bronze plaque commemorating the donation of the patio at the Smithtown Main building by the Smithtown Library Foundation had been recently installed.

It was decided that Library Attorney Kevin Seaman would reach out to BBS Architects to determine the cause for the delay of the dedication plaques that were being remanufactured due to a spelling error on the original plaques.

8. Revised Policy – CIRCULATION OF MATERIALS POLICY – 800-10 (2nd reading)
(Note: revisions are in bold & underlined font)

Library Board President Anthony Monteleone moved to waive the reading of the Circulation of Materials Policy. The motion was adopted by unanimous consent.

Trustee John Martins moved that the proposed revised Circulation of Materials Policy (800-10) be adopted as presented. The motion was seconded by Trustee Gerard Cairns and adopted by a unanimous 5-0 vote.

Proposed Revised Policy:

In order to make library materials available to all library users on an equal basis, the Smithtown Special Library District will set policies for length of loan period, renewals, reserves, and fees. The Library will determine who is eligible to borrow materials and establish procedures for the return or replacement of such materials.

A) LIBRARY CARDS

- 1) The Smithtown Special Library District issues a full-access library card without charge to any resident of the Smithtown Special Library District; however a \$1 replacement fee will be charged if the card has been lost or stolen.
 - a. The Library reserves the right to stop a patron's Smithtown card if monies are owed by that patron to other libraries within the Suffolk Cooperative Library System.
- 2) Proof of residence is required at the time of initial application and renewal. Acceptable forms of proof must include the applicant's name and current address. For the purposes of this section, a post office box is not sufficient proof of residency.
- 3) Library cards are issued for a period of one (1) year.
- 4) Library cardholders are responsible for all materials borrowed with their library cards.
- 5) The Smithtown Special Library District issues a full-access library card without charge to nonresidents who:
 - a. Are owners of a business located in the Smithtown Special Library District. Proof of ownership is required at the time of initial application and renewal.
 - b. Are employees of a business located in the Smithtown Special Library District and who are unserved. Proof of employment is required at the time of initial application and renewal.
 - c. Own assessable property in the Smithtown Special Library District. Proof of property ownership in the Town of Smithtown is required at the time of initial application and renewal.
 - d. Are employees of the Smithtown Special Library District and who are unserved. Proof of employment with the Smithtown Special Library District is required at the time of initial application and renewal.

- e. Unserved shall mean those individuals residing in geographic areas that are within the boundaries of the Suffolk Cooperative Library System but outside the boundaries of a chartered service area of a library that is a member of the system.
- 6) Library cards are issued to minors without charge who reside in the Smithtown Special Library District. For the purposes of this section, a minor's residency shall be presumed to be that of his or her parents or legal guardian. Where a minor's parents are divorced the Library will allow each parent that resides within The Smithtown Special Library District to obtain a library card for the child. . A parent or legal guardian must be present with their minor child through grade six (6) at the time of initial application.
- 7) The Smithtown Special Library District will not issue a library card to individuals that live in a group home, nursing home or any other care facility that is within the district. We will however issue a library card to the facility to be used on behalf of its residents. The facility will be the library card holder and will be responsible for all items borrowed on the card. A representative of the facility must apply for the library card in person and bring with them the following at the time of the initial application and subsequent renewals:
 - a. A statement from the facility administrator on the organization's letterhead verifying that the present individual is authorized to apply for a library card on behalf of the facility.
 - b. Identification.
- 8) Residents of nursing homes that apply for our Books by Mail homebound service can use the nursing home in which they reside as their address. A special application must be filled out to get these services. A library card will be issued to the individual whose name is on the Books by Mail application. That individual will be responsible for all material checked out on that library card.
- 9) At its sole discretion, the Library may limit the number of items that may be charged out on one library card.

B) CONFIDENTIALITY OF CIRCULATION RECORDS

- 1) Pursuant to Section 4509 of New York State Civil Practice and Rules, all circulation records identifying the names of library users with specific materials are confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of the Library and upon request or consent of the library user.
- 2) Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to federal, state, or local law.

C) LOAN PERIODS

- 1) Fiction and nonfiction books, children's magazines, and audiobooks owned by the Library shall have a loan period of twenty-eight (28) days.
- 2) New fiction (300 pages or more in length), new nonfiction books, and new large print books, and compact disc recordings and DVDs or Blu-Ray discs of television series with multiple episodes that circulate together in one case owned by the library shall have a loan period of fourteen (14) days.
- 3) New fiction (less than 300 pages), automotive repair manuals, study notes, children's holiday books, adult and young adult magazines, test preparation books, and video recordings owned by the library shall have a loan period of seven (7) days.
- 4) Children's museum passes owned by the Library shall have a loan period of three (3) days.
- 5) The Library is not responsible for damages that may occur to equipment in the playing of library audio/visual materials.
- 6) At its sole discretion, the Library reserves the right to change the loan periods of materials owned by the Library.

D) RENEWALS

- 1) Circulating materials owned by the Library with loan periods of twenty-eight (28) days may be renewed for up to six (6) additional loan periods of twenty-eight (28) days.
- 2) Circulation materials owned by the Library with loan periods of fourteen (14) days may be renewed for up to six (6) additional loan periods of fourteen (14) days.
- 3) Circulating materials owned by the Library with loan periods of seven (7) days may be renewed for up to six (6) additional periods of seven (7) days.
- 4) Children's museum passes owned by the Library will have zero (0) renewals.
- 5) The loan periods of materials borrowed from other libraries are controlled by the policies of the lending libraries.
- 6) Materials with holds may not be renewed.

E) RESERVES

- 1) Items which may be placed on hold include new fiction and nonfiction books, automotive repair manuals, study notes, children's holiday books, adult magazines, young adult magazines, children's magazines, test preparation books, audio recordings, and video recordings.
- 2) Cardholders shall have a reasonable period of time to claim reserved items after being notified that such items are available.
 - a. For reasons of confidentiality, a patron may only check-out items on the card in which the holds were placed.

F) EXTENDED USE

- 1) On the day after the due date indicated on the date due receipt, all library materials shall be considered past due if such materials have not been either renewed or returned.
- 2) Cardholders with past due materials shall accrue an extended use charge per item until such materials are either renewed or returned.
 - a. Fiction and nonfiction books, automotive repair manuals, study notes, test books, audio recordings, and children's holiday books owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$5.00 per item.
 - b. Video recordings owned by the Library shall accrue an extended use fee of \$1.00 per day. The maximum fee for such materials shall not exceed \$10.00 per item.
 - c. Children's museum passes owned by the Library shall accrue an extended use fee of \$5.00 per day. The maximum fee for such materials shall not exceed \$50.00 per item.
 - d. Magazines owned by the Library shall accrue an extended use fee of 10 cents per day. The maximum fee for such materials shall not exceed \$3.00 per item.
- 3) At its sole discretion, the Library may ask cardholders with extended use charges to clear all or a portion of all such charges before being allowed to borrow any additional library materials.
- 4) The extended use fees of materials borrowed from other libraries are controlled by the policies of the lending libraries.
- 5) The outdoor drop boxes are available for the convenience of our patrons. Patrons remain responsible for all materials checked out on their cards, including those items returned past due or in damaged condition, that are deposited in the drop boxes.

G) DAMAGED AND LOST MATERIALS

- 1) Borrowers are liable for all lost and damaged library materials charged out on their library cards.
- 2) The Library will notify the cardholder of payment due for the replacement of all lost and damaged items.
- 3) For the purpose of ISBN integrity and re-processing cost, replacement material for lost or damaged items cannot be accepted in lieu of payment due.
- 4))Once payment has been received for lost items, no refunds will be issued by the library for items subsequently found by the cardholder.
- 5) Charges for lost or damaged audio visual cases will be charged accordingly.
 - a. Audio Books
 - Small (1-12 discs) - \$5.00
 - Medium (1-24 discs) - \$6.00
 - Large(1-40 discs) - \$12.00
 - b. Blu Ray/DVD - \$5.00
 - c. Music CD - \$3.00
 - d. Plastic Inserts - \$0.45

The library reserves the right to change these fees without notice.

H) DIRECT ACCESS

- 1) For purposes of this section:
 - a. Direct access shall mean the ability of an individual, who resides within the boundaries of the Suffolk Cooperative Library System (SCLS) and who has a valid borrower's card issued by SCLS or any member library in SCLS, to borrow materials for home use directly from the premises of the Smithtown Special Library District.
 - b. Non-resident borrower shall mean an individual who resides outside the boundaries of the chartered service area of the Smithtown Special Library District and who is a library cardholder at another SCLS member library or who has a borrower's card issued by SCLS.
- 2) Non-resident borrowers are prohibited from borrowing certain materials and equipment, and printed materials less than one year old, including fiction and nonfiction books and periodicals. Such materials shall include but not be limited to:
 - a. Printed materials on reserve.
 - b. Materials in heavy local demand.
 - c. Feature digital video discs new to our collection.
 - d. Blu-ray discs.
 - e. Magazines and newspapers.
 - f. Microform material.
 - g. Reference material.
 - h. Special collections.

I) INTERLIBRARY LOAN

The Library will make reasonable efforts to locate material in other libraries when we do not own the material. Upon a patron's request, the library will try to borrow the material for the patron's use. The selection of the lending library will be at the sole discretion of the Library. The borrowing patron is responsible to abide by the usage policies and procedures of the lending library. Any fee's incurred by The Smithtown Special Library District (including but not limited to shipping, patron damage and late fees) for the use of material borrowed from another library are the responsibility of the patron.

NEW BUSINESS

9. After discussion, the Library Board scheduled a special board meeting on Monday, September 8, 2014 at 1:00 p.m. to discuss the Library's 2015 budget. The meeting will be held in the Nesconset Branch meeting room, subject to room availability.
10. LIBRARY BUDGET VOTE AND TRUSTEE ELECTION:
 - a. Appointment of Clerk

Library Board President Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby appoint Laura Poppe to serve as Clerk to oversee the 2015 Smithtown Library Budget Vote and Trustee Election for the Smithtown Library District and, in her capacity as Clerk, be authorized to undertake all actions necessary pursuant to Chapter 193 of the Laws of New York to:

- i. Implement the hiring of the Election Machine Service Company, Inc. to serve as a sole source vendor for a total of nine voting machines for the Library's 2015 budget vote and trustee election to be held on October 14, 2014, in an amount not to exceed \$6,100.00; said amount includes delivery, installation, pick-up, and the services of one election technician on the day of the budget vote/trustee election.*
- ii. Implement and administer the selection and appointment of not more than 20 persons to serve in the capacity of election inspector for the 2015 budget vote and trustee election, scheduled to be held on October 14, 2014, at a rate of pay for election inspectors not to exceed \$11.50 per hour.*

The motion was seconded by Trustee Otis Thornhill and adopted by a unanimous 5-0 vote.

11. RFP – Spotlight Publication

Library Board President Anthony Monteleone moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby authorize the Library Director to enter into a contract with Challenge Graphics Services, Inc. for the purpose of printing, folding and delivering the Library District's "Spotlight" publication (37,500 copies) for the period August 20, 2014 through December 31, 2015 at a total cost not to exceed \$3,160.00 per issue (postage directly paid for by the Library).

12. The motion was seconded by Trustee John Martins and adopted by a unanimous 5-0 vote.
13. Library Board President Anthony Monteleone noted that the next regular meeting of the Board of Trustees would be held at the Smithtown Main building on September 16, 2014 at 7:00 p.m.
14. At 7:42 p.m. Library Board President Anthony Monteleone moved that the Board enter executive session pursuant to Article 7, §105(F) of the Public Officers Law, to discuss the employment history of a particular person.

The motion was adopted by unanimous consent.

The following trustees were present and participating in executive session: Gerard J. Cairns, John C. Martins, Anthony J. Monteleone, Otis M. Thornhill and Joseph Vallone.

Also present was Library Director Robert Lusak, Assistant Library Director Sue McManus, Attorney Kevin Seaman, Treasurer Joanne T. Grove, Business Manager Amy Scholl and Clerk Linda Taurassi.

15. Upon a motion by Library Board President Anthony Monteleone, seconded by Trustee Joseph Vallone, and adopted by a unanimous 5-0 vote, the meeting reconvened in open public session at 8:35 p.m.
16. Trustee Otis Thornhill moved adoption of the following resolution:

RESOLVED: That the Board of Trustees of the Smithtown Special Library District does hereby approve a second Assistant Library Director position for the Smithtown Special Library District and authorizes the Library Director to proceed with the job title and candidate search process as per Suffolk County Department of Civil Service regulations and criteria.

The motion was seconded by Trustee Gerard Cairns and adopted by the following roll call vote: AYES—Cairns, Monteleone, Thornhill, Vallone; ABSTAINED—Martins.

ADJOURNMENT

17. There being no further business, Library Board President Anthony Monteleone moved to adjourn the meeting at 8:43 p.m. The motion was seconded by Trustee Joseph Vallone and adopted 5-0 by the following roll call vote: FOR—Cairns, Martins, Monteleone, Thornhill, Vallone; AGAINST—none.

Linda Taurassi
Secretary

Minutes approved this 16th day of September, 2014

Anthony J. Monteleone

Anthony J. Monteleone, President

Linda Taurassi

Linda Taurassi, Clerk